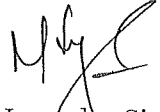


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F.No.A.11011/1/2015-Admn
Government of India
Ministry of Water Resources, River Development & Ganga Rejuvenation
Administration Section
(ISO 9001:2008 Certified)

Shram Shakti Bhavan, Rafi Marg,
New Delhi, dated 5th May, 2016

Subject: Monthly review meeting held by JS (A& GW) on 28.04.2016 - Circulation of Minutes

The minutes of the monthly review meeting held by JS (A&GW) & CVO on 28.04.2016 is enclosed herewith for information and expeditious appropriate action.


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Encl: as above

To

1. PPS to Secretary/PS to SS/PPS to JS (A&GW) & CVO/PPS to JS (RKG)/PPS to JS (PP)/PS to JS (RB), MoWR, RD & GR.
2. All concerned Officers/Sections of MoWR, RD & GR.
3. Director (NIC) for hosting it on the intranet.

Minutes of the Monthly Review Meeting taken by JS (A) on 28.4.2016.

Joint Secretary (A & GW) presided over the Monthly Review Meeting of the Divisions in her Wing on 28.4.2016. The meeting was attended by the officials up to the level of Dealing Hands in the Divisions.

2. At the outset, JS (A) explained about the various instructions and emphasised the need for expeditious action on following issues:-

- a) Initiating actions on Action Plan for the Ministry on various recommendations of Group of Secretaries constituted on 8 thematic areas.
- b) Follow up action on decisions taken in Weekly Meeting taken by Hon'ble Minister
- c) Updation of e-Samiksha issues on priority basis by every Friday
- d) Exchanging of Pending list of cases with Oraginsations by 5th of every month.
- e) Uploading and Updation of contents on Intra website by concerned Divisions.

3. Thereafter, issues of Divisions deliberated upon as follows:-

#	Section	Decision Taken	Action
1	E.I Section	<p>The status of pending receipts/files in the division was reviewed and it was advised to expedite the disposal of pending items.</p> <p>The existing system for monitoring of court cases is unable to generate organization wise list of cases. NIC to be requested to sort out the issue.</p> <p>Analyse the Court Cases received from PSUs etc. and seek exemption from appearance/filing separate affidavit in case Secretary (WR) is made a party.</p> <p>The Case of 30% Training Allowance to NWA Faculty may be taken up drawing a paralance with other such Institutes for Gp. A" Officers e.g Income Tax & Excise, Telecom Services etc.</p>	DS (E.I)/ US (E.I)
2	Vigilance	<p>Review the pendency list of cases received from CVC and submit report to them on priority.</p> <p>Convey the Action plan for carrying out PVI's to concerned organizations and teams.</p> <p>Expedite finalization of Manual containing important instructions from DoPT and CVC on Vigilance aspects.</p>	DS (Vig.)/ US (Vig.)
3	EA & IC	<p>Review the MoUs and submit proposal for dropping the dormant one.</p> <p>Upload instructions/circulars of MEA relating to foreign visits on KMS.</p>	DS (EA)/ US (EA)

		Prepare and submit foreign training plans for NIH, FM, and NHP.	
4	E.II Section	A letter from Hon'ble Minister (WR, RD & GR) requesting Vice President of India to inaugurate the Centenary Celebration of CWPRS.	DS (E.II)
5	E.III	<p>Submit proposal for Conversion of FBP School in Kendriya Vidayalya on priority basis.</p> <p>A PPT on NEBRA highlighting difference between earlier and new proposal be prepared and put up in main file.</p> <p>Take up the case for purchase of vehicles for GFCC with IFD and finalise it expeditiously.</p> <p>Fix a particular date in the month for discussing various matters of organisation through Single Window System.</p> <p>Fulfil Pending Parliament Assurances and seek extension, if required.</p>	Dir (E.III)/
6	IEC	<p>Draft an advertisement on Water Conservation e.g " This Monsoon Save Water" for publication by DAVP.</p> <p>Take up the issue of Radio Jingle with IFD and finalize it on priority basis.</p>	US (IEC)/SO (IEC)
7	Admn	<p>An Action Plan may be prepared for imparting training to the officers/employees of the Ministry for 2016-17.</p> <p>Familiarization visits/training to non-technical staff of the Ministry at NIH. NWA, NERIWALM, RGNWTRI, Raipur.</p> <p>A List of reputed Training Centres/Organisation may be prepared for imparting training to officers of this Ministry.</p> <p>Organise e-leave training for MTS.</p> <p>SS/Secretary should be put in e-leave work flow for recommending leaves of their subordinates.</p>	Dir(Admn)
8	GA	<p>Cleanliness of toilets/corridors to be ensured. A meeting of the in-charge deputed for the purpose be held by US (GA).</p> <p>Identify the place for Recreation Club for the Ministry.</p> <p>Complaint Management System be made functional at</p>	Dir (GA)/US (GA)

		the earliest. Organise a Talk of Experts on any of the topics based on Health, Yoga, Diet etc. on monthly basis.	
9	Coord/ID	All SMD may be asked to send the current RRs received in their Divisions and prepare a fresh list of RRs While circulating orders etc. received from DoPT etc. seek comments citing particular issues on which comments are required. Analyse grievances received on CPGRAMS and write to DARPG for making clear demarcation between grievance and suggestion.	DS (Coord)/ ID
10	e-Gov	Access to update website of the Ministry on Role Based Content Management System be allowed.	Dir e-Gov

4. The status of pending receipts/court cases/RTI/PMO/VIP References/PG Cases in different Divisions was also discussed during the meeting. The Status of pending such cases are at Annexure-I.

5. The following directions were given by the Chair for compliance by all concerned:-

- 1) The references received from PMO/Cab Sec., VIP References/Disciplinary Cases/PG Cases should be attended promptly and each Section to send a File/Case pertaining to above issues to JS (A) for review on every Monday.
- 2) Lists of Dealing Hand wise files in each section are placed on Intranet.
- 3) Action Plan for completing the targets as per budgetary provisions be submitted
- 4) Summary of court cases be compiled and furnish for perusal of Hon'ble Minister.
- 5) The Biometric machines may be rectified and if required, Desktop Machines may be provided in adequate quantity.
- 6) The list exchanged with organisations should also be endorsed to JS (A).

Section	Receipts			RTI		MP/VIP Ref.		Court Cases		PMO Ref.		PG Cases	
	C/fwd	Received	Disposed	Received	Disposed	Received	Disposed	Received	Disposed	Received	Disposed	Received	Disposed
E.I	06	171	170	02	02	09	03	12	12	04	04	01	-
E.II	05	161	153	3	2	0	0	0	0	0	01	05	04
E.III	67	179	198	1	1	1	1	1	-	-	-	1	-
GWE	227	259	0	4	4	4	2	23 (c/fwd)	72	78	6	10	16 6 (C/D)
IEC		44	42	3	3	1	1	0	0	0	0	3	3
Admn	33	500	319	6	5	0	0	3 (c/fwd)	--	0	0	1	1
GA	3	426	425	4	3	-	-	-	--	-	-	-	-
e-Gov.		42	42	1	1	0	0	0	0	0	0	0	0
Coord	82	1019	909	181	181	1	3	--	--	--	--	389	310
Vig.	10	59	52	02	02	-	-	-	-	-	02	01	01
EA& IC	88	88	-	-	-	-	-	-	-	1	1		
Total	521	2948	2310	207	204	16	10	39	84	83	14	411	341